

**REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
BARTON COUNTY COMMUNITY COLLEGE**

**December 16, 2003 – 4:00 p.m.  
U-219 (Upper Level of Student Union)**

**AGENDA**

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Meeting of the Board of Trustees  
Barton County Community College

December 16, 2003

**OFFICIAL BOARD MEETINGS**

**Comments:** All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance and participation of citizens in regular meetings and upon recognition by the Chairman, encourages questions or comments pertaining to items on the agenda. Persons having other matters to be brought before the Board should submit these matters in writing to the President at least 72 hours in advance of the meeting, in order that items may be placed on the agenda. In accordance with time requirements, the Chairman reserves the right to limit comments, both in content and length of presentation.

1. No comments will be heard on matters which are not on the agenda without the consent of the Board.
2. Persons wishing to speak will identify themselves to the Chairman and state whether or not they represent the opinion of a group.
3. Each person may speak no longer than five (5) minutes.
4. Presentations containing information or comments related to College personnel or students may be referred for consideration in executive sessions.
5. The Chairman reserves the right to stop the proceedings and poll the Board to determine if a speaker may continue.

**Please Note:** Barton County Community College Trustees routinely hold a monthly Board study session for the purpose of setting goals, Board development, and future planning; discussion is informal and no votes are taken. Both the regularly scheduled monthly Board meeting and the monthly study session are subject to the Kansas Open Meetings Act and are open to the public.

**Information Only**

Meeting of the Board of Trustees  
Barton County Community College

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**COMMENTS FROM CHAIRMAN**

The Chairman will address the assembly.

**PUBLIC AND/OR EMPLOYEE COMMENT**

The President's Office has received a request from student staff of the Interrobang to address the Trustees in executive session.

**INTRODUCTION OF GUESTS**

- The President or his designee will introduce guests, including new employees.

**STAFF REPORT**

- Darylee Flynn will present a staff report on the Adult Education Center.

### **ACTION ITEMS**

Housing Rate Changes  
Acceptance of RSVP Grant  
Cohen Center for Kansas History Agreement

Meeting of the Board of Trustees  
Barton County Community College

December 16, 2003

**HOUSING RATE CHANGES**

**Detail:** Costs for our College housing are continuing to increase. With the continuing need to refurbish existing units, upgrade computer capability, anticipate increasing food costs and other operating cost changes, our rates to our students need to be increased. Because of the above activity, we are proposing increasing our housing rates over a two-year period. To help our students plan better in light of increasing costs, our intent is to provide information for two years that should allow students to plan their financial needs more accurately. Therefore, the following annual rates for fiscal years ending June 30, 2005 and 2006 are proposed, to be effective in the Fall of both time periods:

	Current Rates	New Rates Fall, 04	New Rates Fall, 05
19 Meal Single Pay	\$3,191.00	\$3,398.00	\$3,619.00
14 Meal Single Pay	\$3,003.00	\$3,198.00	\$3,406.00
10 Meal Single Pay	\$2,940.00	\$3,131.00	\$3,335.00
19 Meal Installment	\$3,396.00	\$3,594.00	\$3,816.00
14 Meal Installment	\$3,210.00	\$3,396.00	\$3,600.00
10 Meal Installment	\$3,144.00	\$3,324.00	\$3,528.00

These changes will help maintain a positive cash flow to allow the College to continue improving its housing units and covering anticipated cost changes.

**Recommendation:** It is recommended that the Board of Trustees approve the above rate increases effective in the Fall of 2004 and 2005 for the two fiscal years ending June 30, 2005 and 2006.

**Action:** Dean of Business Services/Dean of Student Services

Meeting of the Board of Trustees  
Barton County Community College

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**ACCEPTANCE OF RSVP GRANT**

**Detail:** At its August 5, 2003 regular meeting, the Board of Trustees approved application for the RSVP grant renewal. The College has received notice that the RSVP grant application has been approved.

**Recommendation:** It is recommended that the Board authorize the President to accept the RSVP grant, in the funding range of \$59,000, on the College's behalf.

**Action:** Director of Grants

**BARTON COUNTY COMMUNITY COLLEGE  
ACCEPTANCE OF GRANT  
(Funding range over \$10,000)**

<b>Grant</b>	Retired and Senior Volunteer Program
<b>Funding Agency</b>	Corporation for National and Community Service
<b>Summary</b>	Renewal grant for continuation of the RSVP program for 2004
<b>Possible Services</b>	Recruit and Place persons age 55+ to provide volunteer service in areas of community need
<b>Target Population</b>	All ages. Volunteers age 55+ will serve all ages
<b>Funding Range (Approximate)</b>	\$58,888
<b>Indirect Cost Reimbursement</b>	
<b>Funding Period</b>	Jan 1, 2004- Dec. 31, 2004
<b>Institutional Obligation</b>	
<b>Cash</b>	
<b>In-Kind</b>	Copies, printing, human resources services
<b>Personnel Required</b>	
<b>Existing</b>	4
<b>New</b>	
<b>Application Deadline</b>	January 1, 2004

**Presidential Review**

The College has received notification that it has been awarded the above grant. I have reviewed this grant and it is in concert with the mission and vision of Barton County Community College. I support the acceptance of this grant and recommend that the Board of Trustees authorize the College to accept the grant, which is in excess of the funding range for which I am authorized, on the College's behalf.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

Meeting of the Board of Trustees  
Barton County Community College

December 16, 2003

**COHEN CENTER FOR KANSAS HISTORY AGREEMENT**

**Detail:** During the course of the last year, a number of us on the College's staff have been in serious discussions with Bart and Mary Cohen regarding the acceptance of a unique gift that would bring academic research prestige to Barton and spur the enhancement of the College's existing collection, as well as enhance and renovate the College's library.

The gift the Cohen's are generously proposing includes a cash gift of \$25,000 for the construction and furnishing of a special room in the library to house a gift of approximately 625 books of historical significance to Kansas. Many of the books are rare and valuable, with some having been signed by their authors. Further, the gift will provide an endowment of \$50,000 for maintaining the collection. As part of this initiative, the College has agreed to build into its capital budget funds to renovate the library and complete specified related projects beginning in May 2006 and ending in August of 2009. As the Board is well aware, the library was one of the first buildings on campus. It has yet to be renovated and even its carpet is 30 plus years old.

In accepting this gift, the 620 square foot facility to house the collection within the Library will be named the **Cohen Center for Kansas History** and the collection will be named the **Cohen Kansas History Collection**. Attached, the Board will find a copy of the agreement that has been reached with the Cohens. The agreement has had extensive campus review and has been reviewed by legal counsel. Further, this same agreement has been presented to, reviewed by, and positively acted upon by the Foundation's Board. This is especially significant as the Foundation, under the leadership of Dan Bonine, has had and will continue to hold discussions regarding additional ways to enhance and build upon the gift that the Cohens are so generously providing.

**Recommendation:** It is my recommendation that the Board authorize its Chairman, Mr. Mermis, to enter into the agreement, on behalf of the College and to extend to the Cohens the Board and the College community's appreciation for their thoughtfulness and generosity.

**Action:** President



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BARTON P. COHEN  
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### **AGREEMENT FOR CONTRIBUTIONS**

The proposal, attached to this letter and incorporated herein by reference, to establish the Cohen Center for Kansas History (“CCKH”) and to locate therein our collection of books on Kansas history to be known as the Cohen Kansas History Collection (“CKHC”)—all as a part of the total renovation of Barton County Community College’s (“BCCC”) Library known as Learning Resource Center (“LRC”) is a very worthy project and one that we commit to support both financially and with the contribution of CKHC subject to the conditions set forth below.

1. At some time during the latter part of the third quarter of 2004, the undersigned (“Cohen”) will donate to Barton County Community College Foundation such number of shares of common stock of Metcalf Bancshares, Inc. based on its then current appraised value which, when sold by the Foundation, will result in the Foundation receiving Seventy-Five Thousand Dollars (\$75,000) or more from the sale. Cohen will suggest to the Foundation person(s) that it may contact to facilitate the sale transaction(s).

2. The Foundation will allocate the sale proceeds as follows: Twenty-five Thousand Dollars to the Center Construction Fund to be used by Barton County Community College to construct, equip and furnish the Cohen Center for Kansas History as set forth in the attached Proposal. The remainder of the sale proceeds shall be held as a separate subfund of the Foundation known as the Cohen Collection Maintenance Endowment as set forth in the Proposal, with distributions from the subfund used for the purposes set forth in the Proposal.

3. If (i) one year after the sale proceeds are received by the Foundation, BCCC has not begun the project of renovating its LRC, or if the final renovation plans as approved by BCCC do not include the construction of a separate area for the Cohen Center for Kansas History as set forth in the Proposal or if (ii) three years after the sale proceeds are received by the Foundation, BCCC has not completed the renovation of its LRC or has not completed the construction of the separate area for the Cohen Center for Kansas History, then the BCCC Foundation shall transfer an amount equal to the sale proceeds to such 501(c)(3) charitable organization(s) as Cohen or their survivor or their successor as named in the Proposal shall designate.

4. After renovation of the LRC has commenced, which renovation shall include final plans for construction of the Cohen Center for Kansas History, BCCC shall notify Cohen of the expected completion date of CCKH. Upon receipt of such notification, Cohen will have their collection of Kansas History appraised, then packed and shipped to BCCC, all at Cohen expense. BCCC will have nameplates placed on all items in the collection as set forth in the Proposal. If, after receiving the Collection, BCCC is required to transfer the sale proceeds for any reason as set forth in the preceding paragraph, then at the time of such transfer BCCC will transfer the Collection to such institutions as Cohen, or their survivor, or their successor shall designate.

5. BCCC and BCCC Foundation shall execute all Internal Revenue Service forms required to be submitted by Cohen acknowledging receipt of the gifts and appraised values thereof.

6. BCCC and BCCC Foundation shall be bound to invest, distribute, hold, use and maintain the Center Construction Fund, CKHC, CCKH and the Cohen Collection Maintenance Endowment as set forth in the Proposal and in accordance with the laws of the State of Kansas, including the Uniform Principal and Income Act and the Uniform Prudent Investor Act as said statutes may be amended or superseded from time to time.

7. This commitment and the conditions set forth are agreed to and approved by the boards of both BCCC and BCCC Foundation and the signatures of their respective presidents acknowledge such approval. Cohen, by their signatures, agree to the terms of this commitment.

COHEN – DONORS

\_\_\_\_\_  
Dr. Mary Davidson Cohen                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Barton P. Cohen                                      \_\_\_\_\_  
Date

Acknowledge that I have authority to execute this agreement on behalf of the Board of Trustees of the Barton County Community College. Dated \_\_\_\_ day of \_\_\_\_\_, 2003.

By \_\_\_\_\_  
Stephan J. Mermis, Chairman

Acknowledge that I have authority to execute this agreement on behalf of the Board of Directors of the Barton County Community College Foundation. Dated \_\_\_\_ day of \_\_\_\_\_, 2003.

By \_\_\_\_\_  
Dan Bonine, Chairman

### **KACCT/KBOR REPORT**

Mike Johnson and Dr. Law will update the Board concerning Kansas Association of Community College Trustees and Kansas Board of Regents activities.

### **INFORMATION/DISCUSSION ITEMS**

Monitoring Reports  
October Board Activities  
President's Report of Monthly Activities

**Monitoring Reports  
December 2003**

***POLICY TYPE: ENDS***

<b>POLICY TITLE: MISSION</b>
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**Academic Advancement**

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

1. Students will have the academic prerequisites sufficient for successful transfer.
2. Students will have appropriate knowledge of transfer requirements.

**Response:**

This past year, 187 students received one of the transfer degrees (associate of arts or associate of sciences) from Barton as they graduated. This is an increase of 20 students from the previous year (12% increase). The College has been very deliberate in designing these degrees. The courses selected for the degrees meet the College's general education requirements, as well as other core courses that compose the degree and are acceptable for transfer.

Accordingly, a student can transfer with the degree, or should they opt to leave Barton prior to receiving their degree, the courses will transfer as they pursue additional education.

For the most part, students who transfer do not have difficulties in having their course work accepted in transfer. Exceptions may, on occasion, be found when a student either changes their mind about the major they are seeking, or they opt to complete their degree at a different four-year institution than they originally planned. While these exceptions exist, they are rare and for the most part, course work is accepted in transfer, but may not necessarily meet major requirements.

Academic program changes at the four-year institutions are a constant. This means that two-year institutions must constantly review their requirements and make necessary adjustments in their courses and programs so students do not experience transfer difficulty. This is a major responsibility of Barton's full-time faculty. Their efforts are demonstrated in the review of the College's syllabi and general education requirements.

Student advisement is another area that is necessary to ensure student academic advancement. It is the advisors' responsibility to ensure that students are aware of transfer requirements. The advisement center has developed degree templates that reflect transfer requirements for the state Universities and colleges. Transfer requirements are available for students via the college web site or from their advisor. Additionally, the inception of Web for Students has allowed students the opportunity to view their Barton transcripts on-line and print an unofficial transcript for course evaluation at transfer institutions. Finally, as

part of the partnership with KSU we continue to work toward dual admissions, which would be another means of helping students know beforehand what courses to take and how those course will fit into their Bachelor's degree plan at KSU.

***POLICY TYPE: EXECUTIVE LIMITATIONS***

**POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS**

The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and consistent with those practices, activities, decisions, and organizational circumstances, which are legal, prudent, and ethical.

Accordingly, the President may not:

**General Executive Constraint #5**

Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

**Response:** To my knowledge, no conflict of interest regarding purchases, contracts, or hiring has occurred. I believe institutionally, we continue to demonstrate that our purchasing processes provide fairness, preference to local business whenever possible, and encourage competition so the taxpayers receive the most for their money. Additionally, we continue to use personnel screening and selection processes that encourage qualified and quality applicants and fairness in appointments. As it relates to this last item, we maintain processes that allow us to expeditiously make appointments when it is thought to be in the best interest of the College.

**General Executive Constraint #9**

Allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

**Response:** To my knowledge, all assets are protected and with no or minimal risk. The only possible exception, of which the Board is already aware, has been created by the state's budget crisis. That exception is -- in meeting our projected budget's expenditure plan, we have had to make the difficult decision to recommend no increases in salaries as well as delay significant capital expenditures. These two areas are significant assets and, while not assets in the traditional sense, are none-the-less assets that need to be maintained.

On both fronts, we will monitor the reactions to the budget shortfall and bring to the Board's attention anything that might place these assets in further jeopardy.

**POLICY TYPE: EXECUTIVE LIMITATIONS**

**POLICY TITLE: FINANCIAL CONDITIONS**

The President shall administer the Board approved budget without material deviation from Board priorities in ENDS policies, and shall protect the College from financial risk.

Accordingly, the President may not:

**Financial Condition #3**

Make any purchase: (a) without prudent protection against conflict of interest; (b) over \$10,000 without Board approval; (c) over \$10,000 without seeking at least three competitive quotes or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Consideration shall be given to local vendors who can provide like quality products and services and who meet bid specifications.

**Response:** Following review of this constraint with the Dean of Business Services, I feel confident that the College is in compliance with the policy. We remain sensitive and judicious in balancing the need to support the local economy with making wise purchases in stretching limited tax dollars.

**Financial Condition #6**

Fail to maintain adequate reserves which allows the College cash reserve to drop below 8% of its annual budget, working toward a goal of 16%.

**Response:** The Board has been apprised that progress toward this goal was made over the course of the past year. The cash reserve is above the 8% floor and we believe that this past year's budget has, for the third or fourth year in a row, helped us realize growth in the reserves. The reserves, as you are aware, will be used this year as part of the budget expenditure plan as we face the fallout of the state's revenue crisis.

**Financial Condition #8**

Fail to provide a monthly report of the College's current financial condition.

**Response:** Each month, as part of the Board's agenda, "Claims" and "Financial Reports" are presented for the Board's review and action. The reports accurately reflect the fiscal condition of the institution. Further, information regarding the Foundation's fiscal condition is provided to the Trustees from the Foundation Office each month. The clarifying questions asked by the Board are appreciated, as they help us to more fully discharge our accountability to the public.

**POLICY TYPE: ENDS**

**POLICY TITLE: PERSONAL ENRICHMENT**

**Title IX - Equity in Athletics Disclosure Act**

**Annual: December 2003**

<i>Full-time 20th Day Enrollment for Fall 2002</i>		<i>% of Total</i>
<b>Male Undergraduates</b>	448	42%
<b>Female Undergraduates</b>	622	58%
<b>Total Undergraduates</b>	<b>1,070</b>	<b>100%</b>

<i>Athletically-Related Student Aid</i>		<i>% of Total</i>
<b>Male Athletes</b>	\$137,781	52%
<b>Female Athletes</b>	\$127,956	48%
<b>Totals</b>	<b>\$265,737</b>	<b>100%</b>

**Note:** Athletically-related student aid is aid awarded to a student that requires the student to participate in an intercollegiate athletics program.

<i>Athletic Participation by Sport</i>	<b>Men's Teams</b>	<b>Women's Teams</b>
<b>Basketball</b>	18	14
<b>Baseball</b>	38	-
<b>Golf</b>	9	4
<b>Soccer</b>	22	15
<b>Softball</b>	-	18
<b>Track &amp; Field, Cross Country</b>	38	29
<b>Tennis</b>	9	9
<b>Volleyball</b>	-	11
<b>Total Participants</b>	<b>134</b>	<b>100</b>

**Note:** A participant is a student athlete who either a) is listed as a team member, b) practices with the team and receives coaching as of the day of the first scheduled intercollegiate contest, or c) receives athletically-related student aid.

<i>Expenses &amp; Revenue</i>	<b>Operating Expenses</b>	<b>% of Total</b>	<b>Actual Revenue</b>	<b>% of Total</b>
<b>Men's Teams</b>	\$140,500	54%	\$125,074	49%
<b>Women's Teams</b>	\$120,184	46%	\$130,389	51%
<b>Total Expenses &amp; Revenue</b>	<b>\$260,684</b>	<b>100%</b>	<b>\$255,463</b>	<b>100%</b>

**Notes:** -Operating expenses include lodging, meals, transportation, officials, uniforms, and equipment for both home and away games.

-Total Revenue consists primarily of operating budget, gate receipts (50/50 split), guarantees, and entry fees (charge to teams that participate in our tournaments). Of the gate receipts, only 25% of the revenue generated from the sale of reserved season tickets is included (the remaining 75% goes to the booster club). Guarantees and entry fees provide the percentage difference. Revenues do not include any state aid received on the athletes or income received from their student housing.

<i>Head &amp; Assistant Coaching Staff</i>	<i>Head Coaching Staff</i>				<i>Assistant Coaching Staff</i>			
	<b>Male</b>		<b>Female</b>		<b>Male</b>		<b>Female</b>	
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
<b>Men's Teams</b>	4	1	0	1	2	3	0	1
<b>Women's Teams</b>	4	1	1	1	2	0	2	1
<b>Totals</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>

**Note:** This table reflects the gender of the head and assistant coaching staff and whether they are assigned to the team on a full-time or part-time basis.



**Response:** This report indicates that the college is providing excellent opportunities for student's to enrich their lives through participation in competitive athletics. The means by which the college is providing these opportunities are by providing adequate financial resources for the athletic teams to recruit quality student athletes and to operate their individual athletic programs.

## **OCTOBER BOARD MEETINGS/ACTIVITIES**

- December 19 – January 4**      **Campus Closed for Christmas Break** (offices will reopen at 7:30 a.m. on Monday, January 5)
- January 13**            **President’s Forum** – 8:00 a.m. – Fine Arts Auditorium
- January 19**            **Campus Closed for Martin Luther King Day**
- January 20**            **Regular Monthly Board Meeting** – 4:00 p.m. – room U-219 (upper level of Student Union)

### **Please note:**

- ***There will be NO study session in January.***
- ***The February study session has been moved from February 4 to February 11 - 12:00 noon in room U-219 (upper level of the Student Union) due to scheduling conflicts.***
- ***Please be reminded of the KACCT quarterly meeting and PTK recognition, scheduled for February 17 and 18, 2004.***

**President's Monthly Activities**  
**November 1-30, 2003**

- November 3      Facilitated the special Board of Trustees meeting  
                      Attended Barton vs. Newman JV Women's Basketball Game
- November 4      Vacation day  
                      Met with the Aldrich Committee and hosted the new Scout Council  
                      executive from Wichita
- November 5      Met with Paul Hedlund  
                      Facilitated President's Staff meeting  
                      Hosted luncheon meeting with KSU and Barton staff  
                      Attended Foundation Board meeting
- November 6      Met with Mark Rondeau regarding scouting leadership issues
- November 11     Hosted the Presidential Scholars luncheon  
                      Attended staff evaluation training  
                      Attended Barton vs. Friends JV Women's Basketball Game
- November 12     Facilitated Board study session
- November 13     Attended general staff meeting
- November 14     Attended Presidents/Deans/EduKan meetings
- November 17     Met with Greg Bauer regarding scouting leadership issues  
                      Met with Interrobang Editor
- November 18     Facilitated Board of Trustees meeting
- November 19     Attended KBOR and COP meetings in Topeka
- November 20     Attended KBOR and COP meetings in Topeka
- November 21     Hosted Superintendents' luncheon  
                      Attended Barton Women's Basketball Game
- November 22     Hosted Academy Selection Day for Congressman Moran  
                      Attended Luncheon with Congressman Moran  
                      Attended Barton Women's and Men's Basketball Game
- November 24 - 25    Attended NJCAA National Volleyball Tournament
- November 26 - 28    Thanksgiving Break - Campus Closed

## **NOTICES AND COMMUNICATIONS**

Letter from Congressman Jerry Moran

**JERRY MORAN**

FIRST DISTRICT  
KANSAS

COMMITTEE ON  
AGRICULTURE

CHAIRMAN

SUBCOMMITTEE ON GENERAL FARM  
COMMODITIES AND RISK MANAGEMENT

COMMITTEE ON  
TRANSPORTATION AND  
INFRASTRUCTURE

COMMITTEE ON  
VETERANS' AFFAIRS

VICE CHAIRMAN

SUBCOMMITTEE ON HEALTH

RURAL HEALTH CARE COALITION  
CHAIRMAN

**Congress of the United States  
House of Representatives**

Washington, DC

December 5, 2003

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RECEIVED

DEC 08 2003

PRESIDENT'S OFFICE  
BCCC

Veldon L. Law, Ed.D.  
President  
Barton County Community College  
245 NE 30th Road  
Great Bend, Kansas 67530

Dear Dr. Law:

I would like to thank you and your staff at Barton County Community College for assisting in another successful meeting of Kansas' First Congressional District Academy Selection Board. Your facility is excellent for conducting this important event. Everyone involved enjoyed the various activities available and the hospitality presented to them by you and your staff.

Thank you again for your assistance. Best regards and happy holidays.

Very truly yours,

*Jerry Moran*  
Jerry Moran

JM:ce

Meeting of the Board of Trustees  
Barton County Community College

December 16, 2003

**EXECUTIVE SESSION**

**Detail:** An executive session will be required.

**Recommendation:** It is recommended that the Board recess to executive session to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, in compliance with the Kansas Open Meetings Act.

**Action:** Board Chair

Meeting of the Board of Trustees  
Barton County Community College

December 16, 2003

**CONSENT AGENDA**

**Comments:** In accordance with Barton's Board policy governance, the following items are presented to the Board for approval as a part of the Consent Agenda.

**Recommendation:** After reviewing the detail for each item, it is recommended that the Board approve the Consent Agenda as presented:

- Minutes of the regular meeting of the Board of Trustees, held on November 18, 2003
- Personnel
- Claims and Financial Report

**Action:** President's Office

**Regular Meeting of the Board of Trustees  
Barton County Community College  
November 18, 2003**

**CALL TO ORDER**

The regular meeting of the Board of Trustees of Barton County Community College was called to order at 4:00 p.m., November 18, 2003, in room U-219 of the Student Union.

**ATTENDANCE**

Trustees Present: Mike Johnson, Stephan J. Mermis, Gene O'Connor, Marvin Sessler, Dan Soeken, and J.B. Webster

Trustees Absent: None

Other Attendees: Jeremy Clawson and Jacob Blase of the Interrobang; Susan Thacker of the Tribune; State and Local Government students Magnus Assarsson, Chris Schneideman, Katie Kidwell, and Instructor Robert Dunavan; Robert Keenan; Robert Peter; Mark Dean; Dick Wade; Cathie Oshiro; Jackie Elliott; LaVonne Gerritzen; Dr. Gillian Gabelmann; Dr. Karen Clos; Neil Elliott; Ron Vratil; Mike Dawes; Angie Brummer; Dr. Veldon Law; and Marilyn Beary

Chairman Mermis led the attendees in the Pledge of Allegiance.

**PUBLIC AND EMPLOYEE COMMENT**

Robert Keenan asked to address the Board during executive session.

**INTRODUCTION OF NEW EMPLOYEES**

There were no new employees present for introduction to the Board.

**STAFF REPORT**

No staff report was scheduled for this meeting.

**CONSENT AGENDA**

The following items were presented for the Board's approval:

- Minutes of the October 21, 2003 regular meeting and the November 3, 2003 special meeting of the Board of Trustees
- Personnel
- Claims and Financial Report

*Trustee Soeken moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee O'Connor. Following discussion, the motion carried.*

**ACTION ITEMS**

**Purchase of College Vehicles** – The Board was presented with bids to purchase three (3) cars, two (2) 15-passenger vans, and one ½ ton truck for College travel and use, to replace high mileage vehicles in the institution's fleet as part of the continuing plan of vehicle rotation.

*Trustee Sessler moved that the Board approve the local low bid from Marmie Ford for three (3) Taurus's in the amount of \$12,546 each and for two (2) 15-passenger vans in the amount of \$19,147 each and Manweiler Chevrolet for one (1) ½ ton truck in the amount of \$12,138. The motion was seconded by Trustee Johnson. Following discussion the motion carried.*



**Financing of College Vehicles** – It was recommended that the Board approve the creation of a lease purchase arrangement with a county financial institution on a bid basis to finance the above mentioned vehicles. The bids were available for the Board's review at the meeting.

*Trustee Soeken moved that the Board authorize its Chairman or his designee to enter into a lease purchase arrangement with the local financial institution that submitted a bid with the lowest cost for the purpose of purchasing the replacement vehicles. The motion was seconded by Trustee Sessler. Trustee Mermis abstained.* Following discussion, the motion carried.

**Copier/Printers** – Mr. Vratil presented background information on the College's current copier/printers and a proposal to replace the copier printer located in the Kirkman offices with a copier printer from OPI.

*Trustee Sessler moved that the Board approve the acquisition of a copier printer from OPI to replace the copier in the Kirkman offices and modify the lease agreement with OPI of Great Bend to a monthly cost of \$3,458.57 for 36 months. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

**Approval of International Tuition Philosophy and Rate** – To help address issues of equity and budget concerns, the Administration recommended that the Board establish a tuition rate for International students.

*Trustee Sessler moved that the Board of Trustees adopt the proposed philosophy for international students and that the tuition rate of \$114 per credit hour be implemented for international students effective summer 2004. The motion was seconded by Trustee Webster.* Following discussion, the motion carried.

*Trustee Johnson moved that the College allow the existing international students to remain at Barton County Community College at the current tuition rate until they graduate from the College. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

**Approval of Course Fees** – The Board of Trustees was presented with recommended course fees that would become effective with Summer 2004 courses for MLT, Music and Nursing. *During discussion, LaVonne Gerritzen advised that the proposed Nursing Program Acceptance fee would be refunded when the student sits for the state licensure rather than on passage of state licensure as noted in the Board book.*

*Trustee Johnson moved that the Board approve and adopt the fees as presented, with the above revision to the Nursing Program Acceptance fee. The motion was seconded by Trustee Sessler.* Following discussion, the motion carried.

### **KACCT/KBOR REPORT**

The Trustees were advised of the upcoming KACCT retreat on December 7 and 8 at Neosho County Community College. And the KBOR/KACCT meetings on February 17 and 18 as well as the Phi Theta Kappa banquet on February 18 at the Topeka Holidome.

### **INFORMATION/DISCUSSION ITEMS**

Dr. Law presented the following items for the Board's review/discussion:

- Monitoring Reports
- December Board Activities
- President's Report of Monthly Activities

**EXECUTIVE SESSION**

Chairman Mermis advised that an executive session would be required and asked Robert Keenan, Bob Peter, Dr. Karen Clos, and Dick Wade to join the Trustees and Dr. Law in executive session.

*Trustee Sessler moved that the Board recess to executive session for 15 minutes at 4:50 p.m. for the purposes of discussing matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 5:05 p.m. The motion was seconded by Trustee Johnson.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:05 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He then advised that the Board would need to again recess to executive session for the purpose of consulting with the College attorney to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed and asked that Bob Peter, Dr. Karen Clos, and Dick Wade join the Trustees and Dr. Law in executive session.

*Trustee Johnson moved that the Board recess to executive session for 60 minutes at 5:10 p.m. for the purposes of discussing matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 6:10 p.m. The motion was seconded by Trustee Webster.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:10 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He then advised that the Board would need to again recess to executive session to continue consulting with the College attorney to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed and asked that Bob Peter, Dr. Karen Clos, and Dick Wade join the Trustees and Dr. Law in executive session.

*Trustee Sessler moved that the Board recess to executive session for 30 minutes at 6:15 p.m. for the purposes of discussing matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 6:45 p.m. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:45 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken. He then advised that the Board would need to again recess to executive session to continue consulting with the College attorney to discuss matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed and asked that Bob Peter, Dr. Karen Clos, and Dick Wade join the Trustees and Dr. Law in executive session.

*Trustee Johnson moved that the Board recess to executive session for 15 minutes at 6:45 p.m. for the purposes of discussing matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, to reconvene in room U-219 of the Student Union at 7:00 p.m. The motion was seconded by Trustee O'Connor.* Following discussion, the motion carried.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 7:00 p.m. in room U-219 of the Student Union. Chairman Mermis advised that the Board discussed non-elected personnel and that no action was taken.

**ADJOURNMENT** – The meeting adjourned at 7:00 p.m.

\_\_\_\_\_  
Stephan J. Mermis, Chairman

\_\_\_\_\_  
Mike Johnson, Secretary

Recorded by Marilyn Beary

## PERSONNEL

### **Resignations/Terminations**

Dr. Karen Clos – Dean of Learning & Instruction  
Lakisha Minniefield – Academic Advisor (Fort Riley)  
Lynn Pepperd – Assistant Director of Fort Riley Academic Transfer Programs  
Matt Skillman – Assistant Men's Basketball Coach

### **Replacement Positions**

Sue Cooper – Financial Aid Officer

### **Position Changes**

Giovannia Bethel – from Admissions & Records Receptionist (Fort Riley) to Academic Advisor (Fort Riley)

### **Community Education**

Shanna Logleiter	Business & Learning - Customer Service (1/6/04 – 3/9/04)
Nancy Wetig	CNA – Great Bend (1/6/04 – 3/18/04)
Louise Masden	CNA – Wilson (1/12/04 – 2/23/04)
Jerry Felkel	Basic Electric for Great Bend Packing (1/13/04 – 4/1/04)
Nancy Wetig	CNA – Great Bend (1/13/04 – 3/25/04)

### **Outreach:**

Paula Wilton	OR/Degree - Early Childhood Curriculum Ellsworth (11/25/03 – 2/10/04)
Glenna Grinstead	CA/English Comp II – Chase (1/5/04 – 5/14/04)
Sheree Poskey	CA/Introduction to Sociology – Chase (1/5/04 – 5/14/04)
Daniel Winston	CA/Public Speaking – Ellsworth (1/6/04 – 5/18/04)

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

FALL TUITION	1,190,783.50
SPRING TUITION	(170.00)
SUMMER TUITION	30,362.00
FALL OUT OF STATE TUITION	160,310.00
SPRING OUT OF STATE TUITION	0.00
SUMMER OUT OF STATE TUITION	1,632.00
ON LINE TUITION	154,490.00
GENERAL STUDENT FEES	0.00
LAVTR	0.00
STATE GRANTS	0.00
STATE OPERATING GRANT	2,206,961.00
COUNTY OUT DISTRICT TUITION	146,826.00
BARTON COUNTY AD VALOREM TAX	1,776,663.16
MOTOR VEHICLE TAX	421,159.48
RECREATIONAL VEHICLE TAX	5,600.82
NEIGHBORHOOD REVIT PRG	1,219.18
DELINQUENT TAXES	16,223.78
TAXABLE SALES	133.20
INTEREST-GENERAL	22,256.58
MISCELLANEOUS REIMBURSEMENTS	154,450.10
INSURANCE REIMBURSEMENTS	0.00
GENERAL MISCELLANEOUS	23,488.92
MISCELLANEOUS SALE OF PROPERTY	1,619.55
TRANSCRIPT REVENUE	16,944.25
MISCELLANEOUS ELECTRONIC DEPT REV	235.85
DONATIONS	0.00
FARM HOUSE RENTALS	3,000.00
FARM LEASE/CROP SALES	7,000.00
PAYMENT PLAN FEES	12,120.00
CAREER CENTER REVENUE	1,600.00
EVALUATION FEES	75.00
INTERNATIONAL STUDENT FEE	4,200.00
REFUNDS-GENERAL	7,285.63
ROOM RENTAL-GENERAL	8,617.96
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BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-03

1111 GENERAL FUND

YEAR TO DATE  
ACTUAL

TOTAL REVENUES 6,375,087.96

EXPENDITURES:

INSTRUCTION	2,053,364.00
PUBLIC SUPPORT	1,361.43
ACADEMIC SUPPORT	731,935.40
STUDENT SERVICES	360,775.31
INSTITUTIONAL SUPPORT	1,381,994.07
PHYSICAL PLANT OPERATION	988,408.06
STUDENT FINANCIAL SUPPORT	108,042.57
AUXILIARY SERVICES	0.00

TOTAL EXPENDITURES 5,625,880.84

TRANSFERS AMONG FUNDS:

TRANSFERS TO ABE FUND	0.00
TRANSFERS TO ATHLETIC FUND	400,000.00
TRANSFERS TO ATHLETIC ACTIVITY FUND	72,000.00
TRANSFERS TO STUDENT ACT ACTIV FUND	26,000.00

TOTAL TRANSFERS AMONG FUNDS: 498,000.00

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-03

1112 VOCATIONAL FUND

YEAR TO DATE  
ACTUAL

REVENUES:

STATE OPERATING GRANT	945,841.00
BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
PRIVATE SOURCE GRANT REVENUE	0.00
REFUNDS-GENERAL	1,143.63
	-----
TOTAL REVENUES	946,984.63

EXPENDITURES:

INSTRUCTION	766,814.99
PUBLIC SERVICE	0.00
ACADEMIC SUPPORT	106,801.30
STUDENT SERVICES	0.00
INSTITUTIONAL SUPPORT	0.00
PHYSICAL PLANT OPERATION	0.00
AUXILIARY SERVICES	0.00
	-----
TOTAL EXPENDITURES	873,616.29
NET INCREASE/DECREASE IN NET ASSETS	73,368.34

BARTON COUNTY COMM COLLEGE  
Statement of Revenues and Expenditures  
AS OF 30-NOVEMBER-03

1115 EMPLOYEE BENEFIT FUND

YEAR TO DATE  
ACTUAL

REVENUES:

BARTON COUNTY AD VALOREM TAX	0.00
MOTOR VEHICLE TAX	0.00
RECREATIONAL VEHICLE TAX	0.00
DELINQUENT TAXES	0.00
MISCELLANEOUS REIMBURSEMENTS	0.00
	-----
TOTAL REVENUES	0.00

EXPENDITURES:

INSTRUCTION	298,490.24
PUBLIC SERVICE	32,342.53
ACADEMIC SUPPORT	113,893.33
STUDENT SERVICES	80,706.63
INSTITUTIONAL SUPPORT	190,708.03
PHYSICAL PLANT OPERATION	45,067.66
AUXILIARY SERVICES	15,509.25
	-----
TOTAL EXPENDITURES	776,717.67

NET INCREASE/DECREASE IN NET ASSETS	(776,717.67)
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BARTON COUNTY COMMUNITY COLLEGE  
GENERAL, VOCATIONAL, AND EMPLOYEE BENEFITS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2003

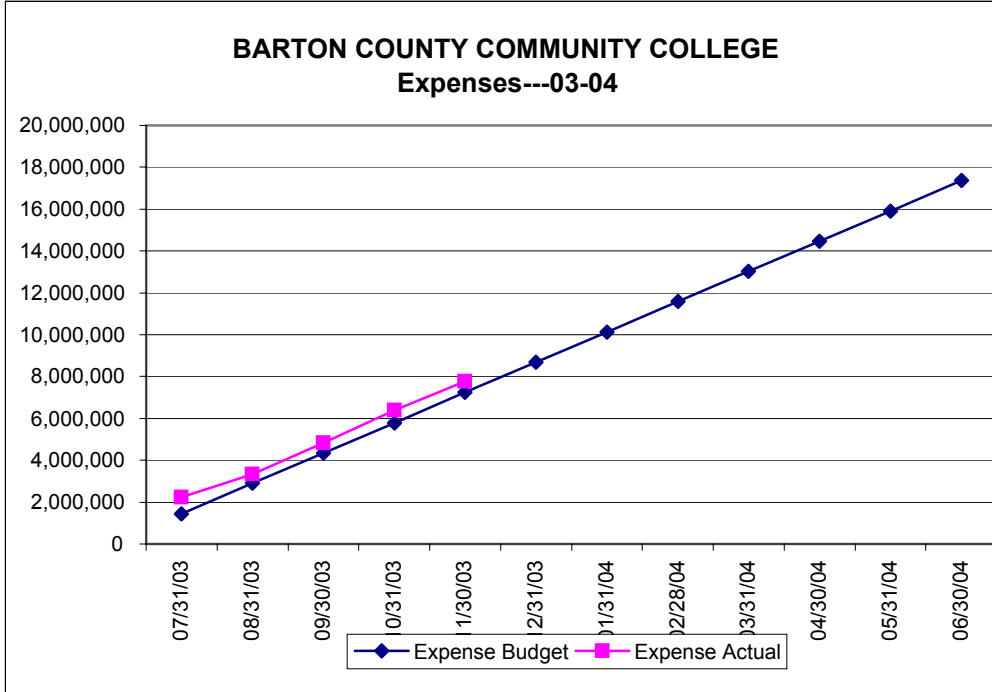
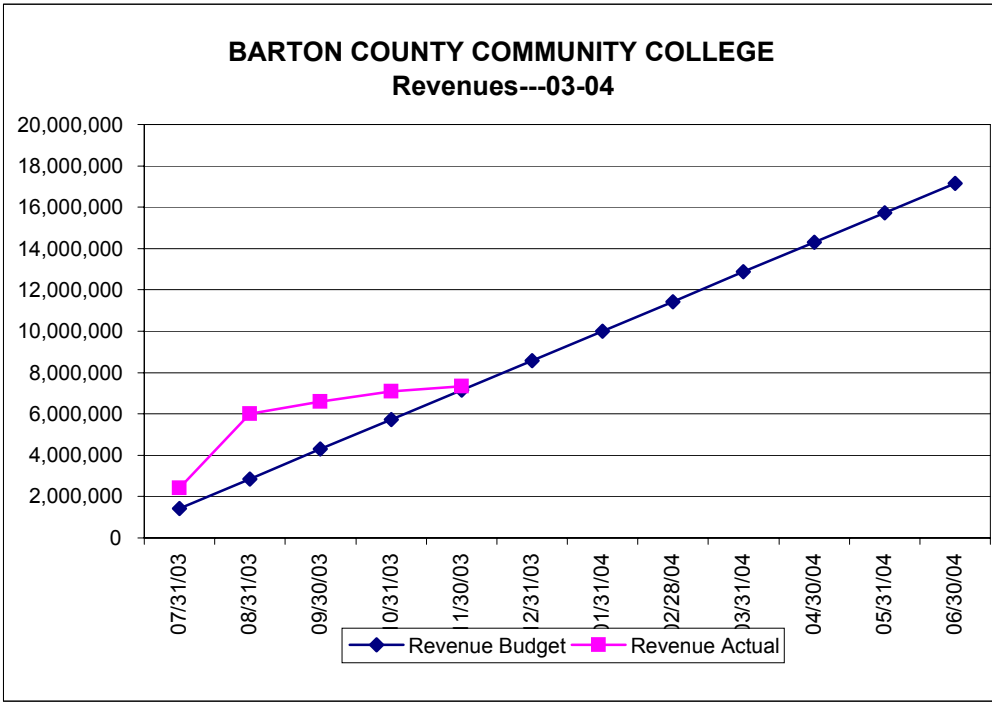
	2003-04 BUDGET	PERIOD ENDED 11/30/03	YTD AVAILABLE	%
				AVAILABLE
Fund Balance, Beginning	\$2,271,636.00	\$2,271,636.00		
<hr/>				
Tuition-Out Of State	212,000.00	161,942.00	50,058.00	23.61%
Tuition-In State	3,381,000.00	1,375,466.00	2,005,534.00	59.32
Tuition-Out District	265,000.00	146,826.00	118,174.00	44.59
State Aid	5,735,000.00	3,152,802.00	2,582,198.00	45.03
Property Taxes	4,713,000.00	1,799,707.00	2,913,293.00	61.81
Other Taxes	828,000.00	421,159.00	406,841.00	49.14
Interest Income	88,000.00	22,257.00	65,743.00	74.71
Other	1,935,000.00	241,914.00	1,693,086.00	87.50
<hr/>				
Total Revenue	17,157,000.00	7,322,073.00	9,834,927.00	57.32
<hr/>				
Expenditures:				
Academic Salaries	5,579,000.00	2,392,474.00	3,186,526.00	57.12
Support Salaries	3,863,000.00	1,557,073.00	2,305,927.00	59.69
Supplies	3,304,000.00	1,464,925.00	1,839,075.00	55.66
Equipment	19,000.00	7,607.00	11,393.00	59.96
Advertising	62,000.00	31,575.00	30,425.00	49.07
Transfers & Other	400,000.00	400,000.00	0.00	0.00
Employee Benefits	1,891,000.00	776,718.00	1,114,282.00	58.93
General Insurance	208,000.00	133,288.00	74,712.00	35.92
Utilities	584,000.00	233,234.00	350,766.00	60.06
In County Scholarships	136,000.00	88,776.00	47,224.00	34.72
Capital Outlay	919,000.00	454,172.00	464,828.00	50.58
Maintenance	399,000.00	234,373.00	164,627.00	41.26
<hr/>				
Total Expenditures	17,364,000.00	7,774,215.00	9,589,785.00	55.23%
<hr/>				
Fund Balance, Ending	\$2,064,636.00	\$1,819,494.00		
	=====	=====		

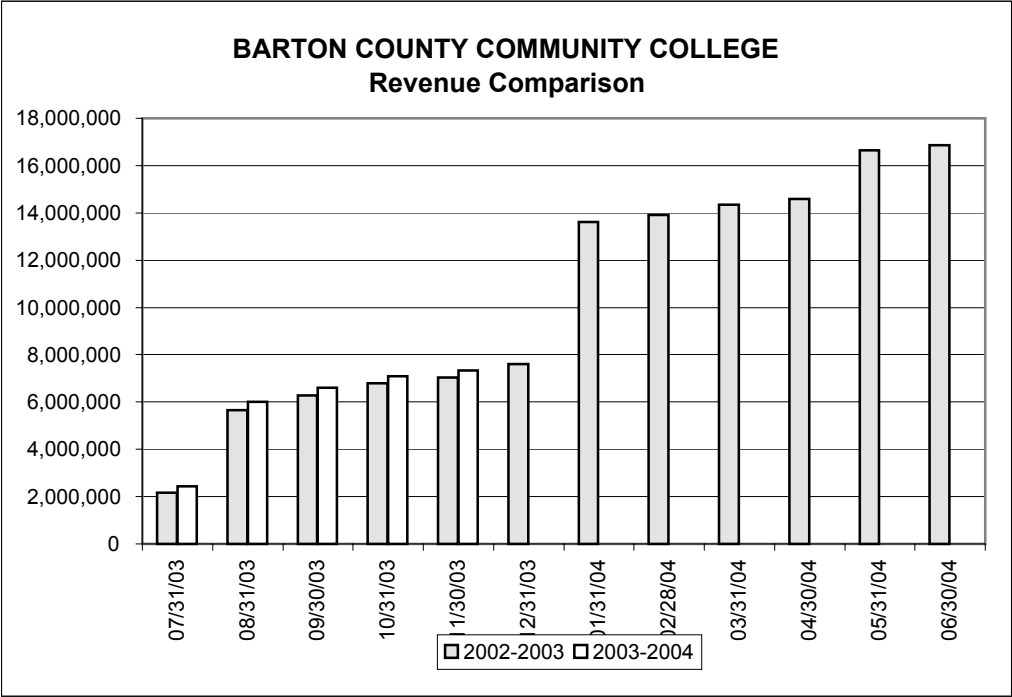
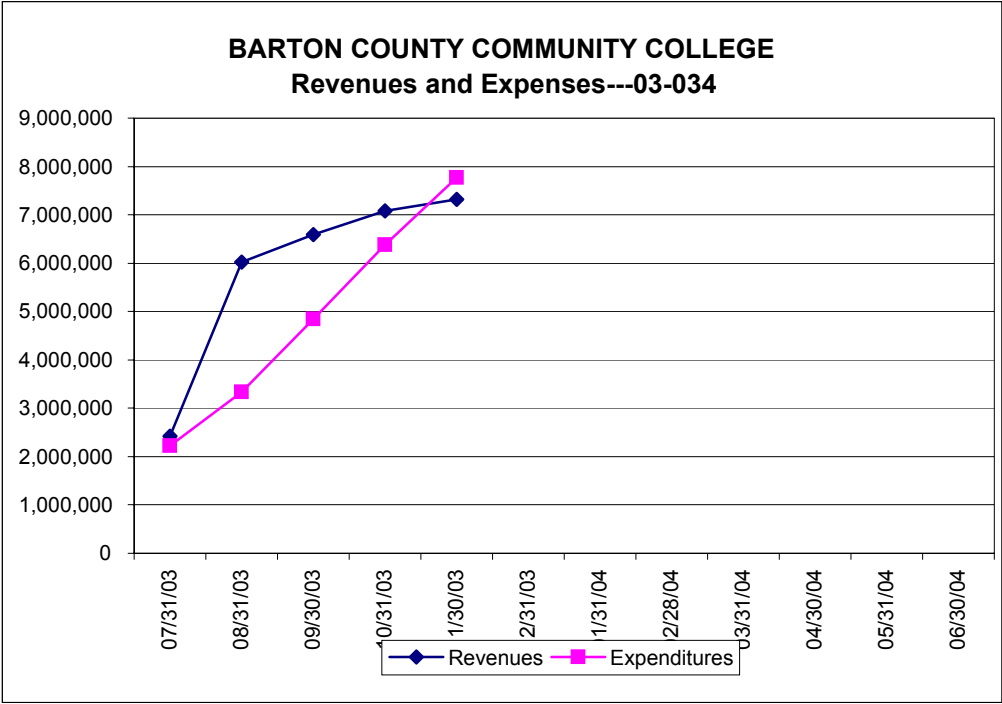
BARTON COUNTY COMMUNITY COLLEGE  
AUXILIARY FUNDS  
FUNDS FLOW ACTIVITY  
PERIOD ENDED NOVEMBER 30, 2003

	STUDENT UNION	DORMITORIES	ATHLETICS	CAMP ALDRICH	FOUR MONTH ACTIVITY	2003-04 BUDGET	YTD AVAILABLE	% AVAILABLE
Fund Balance, Beginning:	663,935	398,857	42,786	71,154	1,176,732	1,351,626		
Revenues:								
Vending	492				492	2,000	1,508	75.40
Bookstore	379,190				379,190	665,000	285,810	42.98
Food service	118,263			0	118,263	482,000	363,737	75.46
Fees	0			0	0	268,000	268,000	100.00
Supplies & Services		4,841			4,841	28,000	23,159	82.71
Housing Rental		453,656		26,695	480,351	913,000	432,649	47.39
Transfers			400,000	0	400,000	390,000	(10,000)	(2.56)
Revolving					0	0	0	
Misc.	48				48	4,000	3,952	98.80
Gate Receipts			0		0	33,000	33,000	100.00
Entry Fees & Other			530	0	530	16,000	15,470	96.69
<b>Total Revenues</b>	<b>497,993</b>	<b>458,497</b>	<b>400,530</b>	<b>26,695</b>	<b>1,383,715</b>	<b>2,801,000</b>	<b>1,417,285</b>	<b>50.60</b>
Expenditures:								
Salaries	28,638	21,428	1,904	20,488	72,458	217,000	144,542	66.61
Books & Supplies	427,336				427,336	572,000	144,664	25.29
Maintenance	4,978	22,234		8,422	35,634	99,000	63,366	64.01
Food	215,952	80,876		0	296,828	850,000	553,172	65.08
Utilities	2,294	37,609		8,370	48,273	161,000	112,727	70.02
Lease payments & Int	11,871	85,663			97,534	202,000	104,466	51.72
Travel & Recruiting			53,911		53,911	122,000	68,089	55.81
Officials			19,530		19,530	17,000	(2,530)	(14.88)
Training Supplies			10,483		10,483	17,000	6,517	38.34
Insurance			59,394		59,394	56,000	(3,394)	(6.06)
Equipment	27,659	46,847	63,063	0	137,569	171,000	33,431	19.55
Clinics & Awards			255		255	10,000	9,745	97.45
Transfers & Refunds		0	0		0	30,000	30,000	100.00
Revolving					0	0	0	
Nationals & Fees			1,798		1,798	34,000	32,202	94.71
Supplies	9,638	2,133	28,112	104	39,987	76,000	36,013	47.39
Misc.		0			0	0	0	#DIV/0!
<b>Total Expenditures</b>	<b>728,366</b>	<b>296,790</b>	<b>238,450</b>	<b>37,384</b>	<b>1,300,990</b>	<b>2,634,000</b>	<b>1,333,010</b>	<b>50.61</b>
Fund Balance, Ending	433,562	560,564	204,866	60,465	1,259,457	1,518,626		

BARTON COUNTY COMMUNITY COLLEGE  
 TREASURER'S REPORT  
 11/30/03

FUND-DESCRIPTION	BEGIN-BAL	MONTH-RCPT	MONTH-EXP	YTD RCPT	YTD-EXP	END-BAL	CHECKING	INVEST	CHANGE
GENERAL & VOC	1,487,053	347,971	1,273,088	7,357,088	6,825,814	2,018,327	1,624,227	350,000	44,100
EMPLOYEE BENEFITS	0	0	144,491	0	748,059	(748,059)	(748,059)	0	0
STUDENT UNION	599,238	32,611	160,187	498,637	709,277	388,598	287,598	100,000	1,000
DORMITORY	398,323	(387)	44,560	459,031	296,731	560,623	460,223	100,000	400
CAMP ALDRICH	61,078	417	3,649	26,695	37,380	50,393	50,393	0	0
ATHLETICS	52,863	530	40,584	400,530	237,083	216,310	216,310	0	0
	2,598,555	381,142	1,666,559	8,741,981	8,854,344	2,486,192	1,890,692	550,000	45,500





**BARTON COUNTY COMMUNITY COLLEGE  
Expenditures Comparison**

